

Business/Non-Instructional Operations

Operation and Maintenance of Plant

The Capitol Region Education Council (CREC) is committed to providing and maintaining school facilities that are clean, safe, healthful, and conducive to learning. A well-maintained environment protects the health and safety of students, staff, and visitors, preserves CREC's physical assets, and supports the effective delivery of educational programs.

To achieve this standard:

1. Facilities shall be maintained in good repair, sanitary condition, and compliance with applicable health, fire safety, building, and occupational safety laws.
2. Custodians and maintenance staff shall carry out their duties in accordance with established work schedules, best practices, and regulations issued under this policy.
3. All CREC staff, students, and administrators share responsibility for supporting a safe, clean, and respectful learning environment.
4. Oversight of the custodial and maintenance program shall rest with the Executive Director or designee, who is responsible for ensuring facilities are maintained in accordance with this policy and all legal requirements.

Legal Reference: Connecticut General Statutes

10-203 Sanitation.

10-220(a) – Duties of boards of education (maintain facilities in good order)

Other

Connecticut Public Health Code – School sanitation standards

State Fire Safety and Building Codes – Facility safety compliance

OSHA / CT OSHA Standards – Custodial safety, hazard communication, and workplace protection

Policy adopted:

Re-adopted: February 17, 2021

Revised: January 21, 2026

CAPITOL REGION EDUCATION COUNCIL

Hartford, Connecticut

Business/Non-Instructional Operations

Operation and Maintenance of Plant – Custodial Standards and Procedures

Custodial Work Schedules

Custodians shall be assigned daily, weekly, and seasonal work schedules to ensure consistent cleanliness, sanitation, and maintenance. Supervisors will provide written direction on specific duties.

Health and Sanitation

Facilities must meet the standards of C.G.S. §10-203 and the Connecticut Public Health Code. Custodial staff shall ensure restrooms, cafeterias, classrooms, and common areas are maintained in a sanitary condition. Cleaning supplies shall be used in compliance with OSHA Hazard Communication Standards.

Safety and Compliance

All maintenance practices must comply with C.G.S. §10-220, OSHA/CT OSHA standards, and State Fire Safety and Building Codes. Custodial staff must report unsafe conditions or needed repairs promptly.

Training and Oversight

Custodians shall receive regular training on cleaning protocols, workplace safety, and proper equipment use. The Executive Director or designee shall supervise custodial performance and ensure duties are performed effectively.

Cooperation and Responsibility

Students, staff, and administrators are expected to assist in maintaining an orderly and businesslike environment by respecting facilities and promptly reporting concerns.

Recordkeeping and Accountability

Work schedules, inspections, and maintenance logs shall be kept on file to document compliance. Supervisors will conduct periodic inspections.

Regulation issued: November 19, 2025 CAPITOL REGION EDUCATION COUNCIL
Hartford, Connecticut